

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-221 Issue Date: 03-02-12 Closing Date: 03-15-12

1st Re-Advertisement
Bookkeeper IV
Central Accounting
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular

Incumbent is responsible for processing accounts payable transactions for the Yakama Nation. Accounts payable documents include: purchase orders, prepayments, and travel authorizations. Review documents for accuracy and verification of funding source, budgets, line items, timelines, and vendor address. Ensure compliances with applicable accounting policies, regulations, and procedures. Responsible to monitor open travel authorizations, purchase orders, and requisitions. Prepare quarterly financial reports. As needed, works with other tribal program bookkeepers to resolve payment issues. Maintains strict confidentiality of work content.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, practices, and terminology.
- Knowledge of A-87, PL-638 accounting requirements, practices, and procedures.
- Knowledge of general office practices and procedures.
- Knowledge of J.D. Edwards financial accounting systems.
- Knowledge of basic grants and contracts policies and procedures.
- Skill in use of a computer and assorted software programs.
- Skill in operating standard office equipment such as typewriter, calculators, copier, and fax machine.
- Ability to prepared financial reports and statements.
- Ability to establish and maintain effective working relationships.
- Ability to plan, organize, prioritize, and complete tasks independently with minimal supervision.
- Ability to communicate effectively in writing and oral presentation.
- Ability to work under stress relative to maintaining timeframes and meeting deadlines.
- Ability to maintain confidentiality.
- Ability to function with relative independence, work is reviewed for accuracy and timely processing of documents.

General Recruiting Indicators:

- Associate Degree AND two years work experience in a comparable position.
- Four years of progressively responsible experience in accounts maintenance and bookkeeping may substitute for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Required to pass a background check.